



SITE PLAN INFORMATION REQUIRED FOR NEW 1-FAMILY, 2-FAMILY AND 3-FAMILY ZONING CLEARANCE

APPLICANTS ARE RESPONSIBLE FOR PROVIDING THE FOLLOWING INFORMATION WITH PERMIT APPLICATIONS

- ☐ **Zoning clearance site plan tracking number for any condominium** that initially received zoning clearance as part of a larger development site or section thereof.
- ☐ **B.Z.A. board order, Council Variance or L.O.M.C.** (F.E.M.A. Letter of Map Change) that applies to the permit application. Without this information standard development standards and F.I.R.M. mapping will be used for review purposes.
- ☐ **Certified Address:** A certified address is required for all construction and can be obtained at the Transportation Division; 109 N. Front St., 3rd floor; Columbus, OH 43215. Phone (614) 645-5660.
- ☐ **Site/plot plan** drawn to **engineer's scale on a separate sheet no larger than 11 x 17 inches** that includes the following information.
 - ☐ North arrow
 - ☐ Scale
 - ☐ Lot number/subdivision name (*including subdivision Section and Part designations*)
 - ☐ F.E.M.A. flood plain zone, F.I.R.M. map number and date (show 100-yr. flood plain with floodway lines if present). Contact the City of Columbus Floodplain Manager at 645-0704 if you have any questions regarding development on a lot that includes any portion of a flood plain.
 - ☐ Label and dimension all property lines.
 - ☐ Label and dimension all applicable setback lines.
 - ☐ Dimension side and rear yards.
 - ☐ List total "Minimum Net Floor Area for Living Quarters" for each dwelling unit, as defined in C.C. 3303.13.
 - ☐ Label and dimension driveway or other vehicle maneuvering surfaces; label the surface material (e.g. asphalt, concrete) or add a note stating compliance with C.C. 3342.24, Surface.
 - ☐ Label and dimension all structures on the lot (e.g. porches, decks gazebos, certain above ground pools).
 - ☐ List building height as defined in C.C. 3303.08 or applicable zoning text.
 - ☐ Label and dimension adjacent public/private streets, lanes, alleys etc.; show and label centerlines.
 - ☐ State rear yard size in square feet and as a percentage of the total lot.
 - ☐ Identify streams/rivers etc. if on the property or abutting the property.
 - ☐ Label fences with structural components and label height.
 - ☐ Identify applicable Historic and Architectural Review District(s) or Planning Overlay(s).
 - ☐ Provide grade elevations of the four (4) corners of the lot, four (4) corners of the building, apron of the garage, and of the drive (show swales if required for drainage). The garage apron shall rise at least one (1) foot above the elevation of the street curb per C.C. 4123.41.

The items listed above are necessary to evaluate compliance with City of Columbus zoning code and building code. This checklist is not exhaustive. Site specific zoning overlay texts may require additional information. Other city agencies, including but not limited to the Transportation Division, Refuse Division and Public Utilities may also be involved with the review process.

Applicants are encouraged to schedule a pre-review meeting with residential zoning clearance staff prior to submitting building permit applications to evaluate compliance with applicable zoning code. A fee is charged for these meetings. Please call 645-8637 to schedule a meeting.